

ADDENDUM #1

Hillside Elementary School- Cost Estimating Services

CONTRACT ID #15PFC 096B

Request for Qualifications – Cost Estimating Services

Addendum Date: November 12, 2014

Original RFQ release Date: October 22, 2014

RFQ Due Date: Wednesday, November 19, 2014 – 2:00PM

Response to questions:

1. *Is the list of attendees at the 10/29/2014 walk through available?*
Answer: A copy of the sign-in sheet from the briefing session and walk through is attached.
2. *Page 14, 1b – is the 3 supplementary pages actually the response to Question 10 on the form or is the 3 pages in addition to responding to Question 10?*
Answer: 3 pages in addition to answering Question 10
3. *Page 13, A – Work Plan – is there a specific format that you want used for a work plan? Is the work plan basically the project approach?*
Answer: Format is up to the responder and outlines the responders approach.
4. *Page 13, A – the estimated total duration of this contract is estimated to be 6 months. The schedule, however, of award December 2014, feasibility report of April 2015 and then final schematic design approximately January 2016 is at least 12 months. Is the 6 months correct?*
Answer: While the total duration of the designer's work is approximately 12 months, the cost estimator's work will be focused during the last few months at the end of each design stage – feasibility and schematic design. The Town is currently working with the MSBA in the process of selecting the Designer.
5. *Page 13 – last paragraph – “the proposed design team” – is this really to mean the cost estimator?*
Answer: Yes
6. *Page 6 – 2nd paragraph – “prior to negotiating a contract...” – this asks the awarded firm to provide a fee proposal and hourly rates. On Page 8, Item D – “provide an estimate for the above services in accordance with the unit rates identified in the Consultants Attachment A.” Are you expecting a fee proposal along with the proposal? Also, Attachment A is the Agreement Between Owner and Cost Consultant and there is no area to provide unit rates – are you expecting to receive unit rates along with the agreement?*
Answer: The Cost Consultant should include a list of consultant unit rates proposed for the project. No fee proposal is required with the submittal of qualifications. The fees will be negotiated with the selected consultant after the notice of Intent to Award.
7. *Page 1, next to last paragraph – Phase 1 is to include Feasibility and Schematic Design for an upset limit of \$20,000. Phase 2 will be negotiated if required. Pages 8 and 9, Items D and F contradict this statement. Please clarify what scope is to be included for the \$20,000 upset limit and then what would be considered additional services.*
Answer: The Upset fee of \$20,000 will be for Phase I -Feasibility Study and Schematic Design. Any Phase II work will be additional and negotiated with the Town if and when the project gets funding approval and moves into the detailed design stage of work.
8. *Page 9, Item 2 – please clarify that these are considered additional services and not part of the initial contract.*
Answer: Item 2 (b) on page 9 are additional services during later phases of the project.

Addendum #1 - Hillside Elementary School – Cost Estimating Services - Contract ID#15PFC 096B

9. *Page 9, Item D – the insurance requirements are reflective of MSBA’s requirement for an OPM. This contract is for a limited fee for cost estimating services. Will the insurance requirement be waived or reduced to accommodate the true scope of this contract?*

Answer: These insurance requirements are required by the MSBA of all subcontractors and therefore not waived or reduced.

10. *Page 12, Item 8 – asks for a limit of \$1M for professional liability. Page 24, Item 11.2 asks for \$1M plus an aggregate of \$2M – which is correct? However, as stated in Question 8, these are the requirements for an OPM and not a limited scope for a cost estimator. Please clarify.*

Answer: The insurance coverage noted in Article 11 of Attachment A states the required insurance coverage for the project.

11. *Page 16, VI. Selection – this section is geared towards an OPM. Specifically #1a) is information that is found on the MSBA OPM application form. You have asked to have the DCAM Designer Application form to be completed which does not include the questions asked in #1a) Which form is the appropriate one to complete and if it is the DCAM form, should the information asked for in #1a) be included in supplemental information which may take up more than the limited pages requested.*

Answer: Yes

12. *Page 19, last paragraph – this states that the Town’s Standard Contract is NOT negotiable. The contract is not applicable to a limited scope for a cost estimator and is more reflective of a contract written for a contractor or designer. Will the Town issue a contractor reflective of the scope of work that is being proposed on?*

Answer: No. If the applicant has recommended changes to the contract they should be noted in the response to the RFQ.

13. *On the Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated May 2014) form. Item No. 6 states “Name of The One Person in Charge Of The Discipline With Mass Registration Number”. Is this required for this submittal?*

Answer: Indicate “Not Applicable” or “NA” in filling out the form as there are no Massachusetts registration requirements for cost estimators.

14. *Does this firm submitting as prime have to be MBE in the Commonwealth of Massachusetts?*

Answer: No

Attachments:

- A) Sign In sheet from Briefing Session – 10/29/2014
- B) Acknowledgment of Receipt form – Addendum #1

Firms responding to the RFQ must acknowledge receipt of this Addendum #1 within their response to the RFQ, or by returning the attached “Acknowledgement of Receipt” form.

ACKNOWLEDGEMENT OF RECEIPT – ADDEMDUM #1

Release Date	Wednesday, October 22, 2014 Wednesday, November 12, 2014 (Addendum #1)
Qualifications Title	Hillside Elementary School - Cost Estimating
ID Number	15PFC 096B
Qualifications Due	2:00 PM Wednesday, November 19, 2014 at the PPBC Office, Public Services Administration Building, 500 Dedham Ave, Needham, MA 02492
<p>Please provide the requested information below as acknowledgment that you have received our Request for Proposal (“RFP”) noted above. It is required that interested bidders complete this acknowledgment and return via Fax to the Town of Needham, Attn: Kathryn Copley – c/o Permanent Public Building Committee at (781) 453-2510 or by e-mail to kcopley@NeedhamMa.gov or by U.S. mail. Only by doing this, will the Town be able to provide notification of any addenda or answered questions relating to this RFP. Only those companies or individuals shown on the Distribution Register will receive addenda to this RFP. By completing and returning this acknowledgement will ensure you are recorded on the Distribution Register. Qualifications from companies or individuals not acknowledging the addenda may be rejected as not responsive.</p>	
Name of Company or Individual (Print)	
Name / Title of Contact (Print)	
Address (line 1) (Print)	
Address (line 2) (Print)	
Telephone Number	
Fax Number	
E-mail Address(Print)	
Signature	
Date	
<p>Notes:</p> <p>* Any hand delivery or facsimile received after the due date and time will not be addressed. Please allow enough time for hand delivery or facsimile transmissions.</p> <p>**Cost Estimator acknowledges that documents related to this RFQ will be found at two different locations (1) Town of Needham bid page for RFQ documents & Addenda (if any); (2) Town of Needham School Department web site.</p>	

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